



APC Charter

Chapter 2.4 Athletes' Committee

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**Asian
Paralympic Committee**

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1 Function

1.1 Authority

The APC Athletes' Committee is accountable to the APC Executive Board (EB).

The APC Athletes' Committee shall have no authority that does not come from the Executive Board; the APC Executive Board has the sole power to grant authority to the APC Athletes' Committee.

1.2 Role

The Athletes' Committee shall have the following roles:

- Support the APC Executive Board in the delivery of the Asian Para Games;
- Advise the APC Executive Board in all matters regarding Asian athletes that are within the APC General Assembly authority;
- Make recommendations to the APC Executive Board in the development of the strategic plan and APC policies;
- Collaborate and share information with other athletes' councils (e.g., IPC Athletes' Council) and committees and be the advocate for athletes' interests within the Asian Paralympic Family;
- Establish and maintain a method of communication with Asian athletes to solicit input, identify issues, provide education, and disseminate information;
- Act as liaison between APC decision-makers and Asian Paralympic athletes and provide effective input into APC decisions at all levels of the organisation;
- Promote the concept of athlete-centred decision making, thereby ensuring that the rights of the athletes are respected at all times;
- Act as an athletes' advisory body within the Asian Paralympic Movement.

2 Structure

2.1 Composition

The Athletes' Committee elected by the athletes at each edition of the Asian Para Games shall consist of a Chairperson, a vice-Chairperson and of a maximum of five (5) members as determined in article 3 of this by-law.

2.2 Reporting

Written reports/minutes of all Athletes' Committee meetings shall be produced for distribution to the APC Executive Board and Athletes' Committee members; all reports shall be archived at the APC headquarters. The Chairperson of the Athletes' Committee shall approve the reports/minutes prior to distribution.

The APC CEO shall ensure that recommendations to the APC Executive Board resulting from Athletes' Committee meetings are included on the agenda of the APC Executive Board meetings and that the subsequent decisions from the APC Executive Board are communicated to the members of the Athletes' Committee.

The Chairperson of the Athletes' Committee is a member of the APC Executive Board and as such is expected to attend the all meetings of the APC Executive Board and may be invited to give a verbal report at the meeting of the APC Executive Board on a specific topic.

A report on the activities of the Athletes' Committee will be developed by the Chairperson of the Athletes' Committee and will be included in the overall biennial report to the APC General Assembly.

3 Membership

3.1 Members

Members shall be Asian athletes (active or retired), and shall represent the diversity of the Paralympic movement in Asia, in terms of regions, gender, type of impairment and sports., both summer and winter

Five members of the Athletes' Committee shall be elected by the athletes at the summer edition of the Asian Para Games:

- A Chairperson and Vice Chairperson shall be appointed by these five members
- two further members can be co-opted on to ensure that the diversity of the Paralympic movement is represented. These co-opted members will need the endorsement of the APC Executive Board.

3.2 Term of office

Members of the Athletes' Committee shall normally serve for four (4) years corresponding to the term of office of the APC Executive Board members. Members may be re-elected to serve for a next term, there are no limitations to the number of terms members can be re-elected to the Athletes' Committee.

Membership to the Athletes' Committee may be terminated by the APC Executive Board following the annual review of the appointments and/or following the recommendation of a two-thirds (2/3) majority of the full Athletes' Committee, for reasons of not fulfilling his/her duties or any other serious breaches of APC rules and regulations.

Any individual member of the Athletes' Committee may resign at any time for personal reasons, subject only to the requirement that he/she informs the APC President in writing of such decision.

3.3 Vacancies

Vacancies in the Athletes' Committee occurring through resignation, death or any other reason shall be filled by appointment by the APC Executive Board, following nomination by the Chairperson of the Athletes' Committee.

4 Meeting

The Chairperson of the Athletes' Committee presides over all meetings of the Committee. If the Chairperson is absent due to unavoidable circumstances, any member designated by the Athletes' Committee may preside over the meeting.

The Chairperson will convene meetings when appropriate, or upon request of the APC Executive Board and/or upon request of a majority of the members of the Athletes' Committee. There shall be at least one meeting of the Athletes' Committee each year.

The quorum shall be 50% of the members. All attending members have voting rights, including the Chairperson. Decisions shall be made by a simple majority of members present voting. When there is a tie, the Chairman shall have a casting vote.

Where possible, thirty (30) days-notice of the meetings will be given to all members of the Athletes' Committee, but in exceptional situation the Athletes' Committee may agree to meet at shorter notice. The agendas and meeting papers shall be circulated with the notice of the meeting or as soon as practicable thereafter.

5 Motions

5.1 To the Athletes' Committee

Motions for consideration by the Athletes' Committee shall be submitted to the Athletes' Committee members as soon as possible and should not be less than two weeks before a meeting. The Athletes' Committee may consider matters that are urgent and important at shorter notice.

5.2 To the APC General Assembly

The Athletes' Committee has the right to submit motions to the APC General Assembly through the APC Executive Board, and subject to compliance with the 'Administrative Procedures to be followed prior to APC General Assemblies'.

The APC Executive Board may make further recommendations to the APC General Assembly on all motions submitted by the Athletes' Committee.

6 Finances

6.1 Annual budget

The Chairperson of the Athletes' Committee will, in co-operation with the APC CEO, produce a budget for the Athletes' Committee. The Athletes' Committee budget will be included in the overall APC budget and submitted for approval to the APC Executive Board in accordance with the APC financial policies.

6.2 Meeting budget

Whenever possible, the APC will support the logistics and costs for the organisation of one meeting of the committee per year. This might include costs of the meeting room rent, meals around the meeting, accommodation and flight tickets, but will have to be confirmed by the APC before each meeting.

Athletes' Committee members are always encouraged however to finance their flight and accommodation costs (either individually or with the support of their NPC).

6.3 Other financial regulations

Any financial regulation for the Athletes' Committee shall be in compliance with the financial procedures issued by APC headquarters from time to time.

7 Dissolution

The Athletes' Committee can only be dissolved by a decision of the APC Executive Board.

8 Amendments of by-laws

Any amendment proposed to the bylaws of the Athletes' Committee shall be subject to approval by the APC Executive Board.